



KENTUCKY EMPLOYEES' HEALTH PLAN
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KEHP Memo 18-02

To: KEHP Insurance Coordinators and Human Resource Generalists

From: Department of Employee Insurance

Re: ADMINISTRATION MANUAL – UPDATE 1ST QUARTER 2018

Date: January 24, 2018

KEHP's Administration Manual has been updated for the 1st quarter of 2018. This manual is the tool for understanding qualifying events and deadlines along with other policies related to administering KEHP benefits.

This update includes several clarifications, but primarily updates to the Appendices to show changes for 2018. The most pertinent updates are listed below, and have been identified in the manual with the blue updated icon.



- Chapter 1, Page 9 has been updated – a new section for JFRS Return to Work Retirees.
- Chapter 1, Page 11 has been updated – an example for dual employees, and newly-hired employees and the LivingWell Promise.
- Chapter 2, Page 2 has been updated – Clarification of what is considered group health plan coverage.
- Chapter 4, Page 6 has been updated – KEHP and FMLA rules
- Chapter 12, Page 2 has been updated – Arrears Process
- Chapter 13, Page 3 has been updated – Arrears Process and 60-day forfeitures
- Chapter 14 – Appendix E has been updated – 2018 premiums and contributions
- Chapter 14 – Appendix F has been updated – 2018 COBRA rates and calendar
- Chapter 14 – Appendix I has been updated – 2018 newborn calculator
- Chapter 14 – Appendix M has been updated – 2018 refunding premiums
- Chapter 14 – Appendix O has been updated – Past due premium notification letters
- Chapter 14 – Appendix P has been updated – Several clarifications to the chart, including when to use the new consolidated enrollment application that becomes effective February 1, 2018.

[Click here](#) to see the new updated Administration Manual. Please know that you can contact the Enrollment Information Branch anytime for assistance at 502.564.1205. If necessary, updates and/or revisions to the Administration Manual will be provided every quarter. We welcome your comments and suggestions to improve the document and request that you email jennifer.alvis@ky.gov for any suggestions you may have.